A MESSAGE FROM FIVE DOCK PUBLIC SCHOOL PARENTS & CITIZENS’ ASSOCIATION

Dear Parent/Carer

I would like to take this opportunity to welcome everyone (belatedly!) to the new school year.

It was great to see so many new faces at last term’s P&C meetings – almost a record attendance!! It is always great to get some fresh perspectives on how the school and the P&C should operate, as well as getting some new ideas for fundraising. I would encourage everyone to attend at least one meeting. It is an excellent way to understand how we operate and get an idea of the amount of work and effort that goes on behind the scenes at the P&C. Our Principal Mandy Dawkins attends these meetings and gives a report on what is happening at the school. If you can’t attend a P&C meeting, but would like something raised/addressed at the meeting, please contact me (details below) and we will include the matter in our agenda.

The aim of the P&C is to support the school community in a number of ways:

1. **Running the core businesses of the P&C which support the day to day operation of the school.** These include:
   - The uniform shop – open once a week, staffed by volunteers
   - The Out of School Hours Care (OOSH), which employs full-time & casual staff, and provides before and after school care, as well as vacation care.

2. **Undertaking fundraising activities to support the educational outcomes of the school.**

   We continue to work very closely with the Principal, Mandy Dawkins and the teachers to ensure our fundraising activities are in line with the School’s funding requirements. Mandy has asked the P&C to continue to contribute this year towards classroom technology upgrades as well updating the play equipment area outside the canteen

   Late last year the P&C, in conjunction with Mandy, mapped out the events and fundraising calendar. The first fundraiser for 2015 was the State Election BBQ, Cake and Bookstall held last term on Saturday 28th March. This was a great opportunity for everybody to come along and support the school while casting their votes. A whopping $2,509 was raised from this event – many thanks in particular to Ash and Tash Wood and Helen Gould for organizing this as well as the many volunteers – both parents and children – who helped out on the day. These are always great opportunities to see our wider school community in action!

3. **Supporting and assisting with school community events**

   The P&C helps the school to run events which may or may not have a fundraising focus, but nevertheless play an important role in making our school what it is – a great place to be! We will continue to support different event days across the year, including last week’s Harmony Day Breakfast, Father’s Day breakfast, the Easter Hat Parade, Book Week. Our support may involve running raffles, donating money towards the event, or providing themed canteen food. These community events are an integral part of the school and of our children’s learning experience.

The “Business” of the P&C

All decisions made by the P&C are voted on by the members during these meetings, so we need as many and varied views as possible within the P&C to help achieve the best outcomes. Annual Membership of the P&C is only $2. Please note that financial members of the P&C are only entitled to vote on matters at the first meeting following on from the meeting at which they first join. As a matter of good governance,
the P&C President does not vote on any matters put before the P&C. Meetings are held during school term on the first Wednesday evening of the month at 7.30 pm in the School Library, with a follow-up meeting on the Friday morning at 9.15 (attended by the Principal) where you can catch up on discussions and resolutions from the previous Wednesday meeting.

Our next P&C General Meeting is on Wednesday 13th May at 7.30pm in the Library. Prior to this meeting, at 7pm we will be holding our Annual General Meeting at which all P&C positions are declared vacant and elections are made for 2015. The Principal Mandy Dawkins will oversee the voting and appointment of positions.

Attached is the Notice of the 2014 P&C AGM as well as details on what is involved if you choose to stand for one of the various P&C positions. I look forward to catching up with you at the next school or P&C event! You won’t see me much in the playground as I work full-time, however you are welcome to contact me below if you have any issues or matters to discuss in relation to the P&C.

Kind regards
Alison Massey
President, P&C
wotime@bigpond.net.au
Ph. 0412 438 114

Notice of Annual General Meeting

Five Dock Public School Parents & Citizens’ Association

Notice is hereby given that the 2014 Annual General Meeting of the Five Dock Public School Parents & Citizens’ Association will be held in the School Library on Wednesday, 13th May, 2015 at 7.pm. There will be an annual report on 2014 activities, followed by elections for all P&C positions for 2015. This will be followed by the monthly P&C Meeting at 7.30pm.

Election of P&C Positions: All P&C positions are declared vacant each year and they are open to anyone to nominate for these roles. The P&C Executive comprises the President, Vice-President (up to 2), Secretary and Treasurer (up to 2), as well as all convenors of sub-committees. The P&C Executive team oversees the P&C and its sub-committees and generally meets 1-2 times per term with the Principal (in addition to the monthly general P&C meetings held on the second Wednesday of each month). We encourage everybody to think about how you might like to help the school and get involved. Being a member of the P&C ensures you have direct input into the operations of all the P&C activities that support the school.

As well as the Executive Committee, all other roles (convenors of sub-committees such as Uniform Shop & OOSH) are open for nominations. Details of all the P&C roles are below:

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<th>P&amp;C Position</th>
<th>Roles/Responsibilities</th>
<th>Membership</th>
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| President                     | • Ensure successful functioning of the P&C, the attainment of its objectives, consistent adherence to its constitution, and the fostering of fair participation of all its members  
• Preside/maintain order at all meetings of the P&C and Executive  
• Ensure new members are made welcome presents annual P&C report at AGM  
• Represent the P&C at official functions  
• P&C spokesperson  
• Report monthly at the general P&C meetings regarding P&C Executive meetings | • Executive Sub-Committee (Chair)  
• General (Chair)  
• All Sub-Committees (ex officio) |
| Vice-President (up to 2)      | • Act on behalf of the President when invited to do so by the President  
• Act as interim President until new one | • Executive Sub-Committee  
• General |

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| Secretary            | • Maintain a list of all financial members  
• Prepare in consultation with the President all P&C agendas  
• Attend all P&C meetings & Executive meetings and take the minutes of these meetings (including date/time/location of meeting/members in attendance/apologies accepted/identity of the Chair/every formal decision which was supported by a majority vote) | • Executive Sub-Committee  
• General                                             |
| Treasurer (up to 2)  | • Receive and deposit monies  
• Draw cheques for all P&C creditors or prepare electronic banking payments for authorisation  
• Maintain financial records  
• Maintain a list of all financial members  
• Present accounts in the form of a report at each general meeting  
• Pay Canteen employee wages & superannuation contributions  
• Pay Workers’ Compensation Insurance  
• Submit BAS each quarter  
• Present all records for auditing each year  
• Ensure that the audited accounts are tabled for adoption at the AGM  
• Annual Report to P&C AGM | • Executive Sub-Committee  
• General                                             |
| Uniform Shop Coordinator | • Oversee the operation of the Uniform Shop  
• Record and reconcile weekly cash takings and perform banking  
• Convene Uniform Shop Committee meetings once per term (or as required).  
• Monitor concerns/changes to uniform.  
• Monthly report to P&C  
• Annual report to P&C AGM  
• Liasie with the Treasurer of the P&C in a timely manner to ensure all creditor invoices are passed on for payment  
• Conduct annual stocktake and report findings to the Treasurer of the P&C | • Executive sub-committee  
• Uniform Shop Sub-Committee  
• General                                             |
| OOSH Coordinator     | • Oversee the operation of OOSH  
• Convene OOSH Committee meetings once per term (or as required).  
• Monthly report to P&C  
• Annual report to P&C AGM  
• Submit financial report of income and expenditure to P&C Treasurer in timely manner at end of each quarter | • Executive sub-committee  
• OOSH Sub-Committee  
• General                                             |
| **Book Club Coordinator** | • Monthly Report to P&C
• Oversee operations of the book club
• Collate and distribute brochures
• Collect and process incoming orders
• Bank monies
• Receive and distribute outgoing orders
• Liaise with FDPS teachers re purchases for the school
• Monthly report to the P&C |
| **Communications Coordinator** | • Update the wider school community on P&C activities
• Prepare “In the Loop” communication
• Maintain database of parent email addresses |

|  | • Executive sub-committee
• General |
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• General |